



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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JUL 28 2005


IN REPLY
REFER TO J-14

MEMORANDUM FOR DLA DIRECTOR'S STAFF
COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: Policy on Superior Qualifications and Special Needs Pay Setting Authority

Attached to this memorandum is the Defense Logistics Agency (DLA) policy on superior qualifications and special needs pay setting authority, which is effective immediately. The attached policy will enable DLA to hire and retain individuals with unique and critical skills to support our mission. Authority to approve superior qualifications and special needs pay setting authority is delegated to the Director's Staff; Directors and Deputies of all J-Code organizations and DLA Enterprise Support; and Field Activity Commanders and their Deputies. All approvals must be consistent with the attached policy.

If you have any questions, please contact Ms. Martha Hoehn in J-14. She can be reached at DSN 427-6431 or commercial (703) 767-6431.


JEFFREY R. NEAL
Director
Human Resources

Attachment



Superior Qualifications and Special Needs Pay Setting Authority Defense Logistics Agency (DLA) Policy

The following provides information for making appointments at a rate above the minimum rate of the appropriate grade because of superior qualifications of the candidate or special needs for the candidate's services. Superior qualifications and special needs pay setting authority apply to positions covered by the General Schedule and Federal Wage System. Positions in the Senior Executive Service are not covered. The authority is also referred to as advanced-in-hire rate.

1. The Director's Staff, Directors and Deputies of all J-Code organizations, DLA Enterprise Support, as well as Field Activity Commanders and their Deputies are authorized to approve superior qualifications and special needs appointments.
2. A "special needs" situation will ordinarily occur in a position involving direct program management or operation, as opposed to a position providing administrative support. It may relate to a DLA-wide or activity need, or a major project that is part of the DLA or activity mission.
3. Superior qualifications and special needs appointments are limited to new appointments and reappointments if there has been a break in service of at least 90 days since the employee's last period of Federal employment. There are some exceptions to the 90-day restriction listed in 5 CFR 531.212, including employment under a time limited or non-permanent appointment, and employment under an appointment as an expert or consultant.
4. There is no grade limitation for which a superior qualifications and special needs appointment may be set.
5. All referred candidates must be interviewed prior to approving a superior qualifications and special needs appointment.
6. Documentation to support superior qualifications and special needs appointments must include:
 - The superior qualifications of the candidate or special needs of the activity that justify the use of this authority, including justification for selecting a candidate over other highly qualified candidates;
 - The candidate's existing salary, recent salary history, or salary documented in a competing job offer (taking into account the location where the salary was or would be earned and comparing the salary to payable rates of basic pay in the same location);
 - The factors considered in determining the individual's existing pay and the reason for setting pay at a rate higher than that needed to match existing pay; and
 - The reason for authorizing an advanced rate instead of or in addition to a recruitment bonus.

7. When setting pay under a superior qualifications and special needs appointment for a former member of the military, the following will be included in the pay rate determination: basic pay, basic allowance for housing, and basic allowance for subsistence. Allowances for dependents will not be included.
8. If the candidate does not have an existing rate of pay, activities must document the factors considered in setting the pay rate under a superior qualifications and special needs appointment. Factors may include the level, type, or quality of the candidate's skills or competencies, nature of the labor market, demand in the private sector for the knowledge and skills possessed by the candidate, significant disparities between Federal and private sector salaries for the knowledge and skills required in the position to be filled, or other similar conditions.
9. Approval of superior qualifications and special needs appointments must be consistent with section 5333 of Title 5, United States Code; 5 CFR 531.212; Subchapter 531, Civilian Personnel Manual, DoD 1400.25-M.